# Evaluation Entry System Training (NCOER Support Form)

Module 6a:  NCOER Support Form

as of 18 April 2015

Good morning/afternoon.  My name is _____.  I'm the _____ at
_____.

Today we will go through the steps to create, edit, and complete a DA Form
2166-9-1A NCOER Support Form in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE

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- Accessing EES

- Landing Page

- Initiating NCOER Support Form

- Administrative Data

- Attributes and Competencies

- Editing Support Forms

The topics that we will cover today range from how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

**At this time, we need the class to form into four person teams. Need each of you to share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.**

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**Evaluation Entry System (EES)**

https://evaluations.hrc.army.mil/
(EES website)

NCOER training URL will be released on / about 29 May 2015
and will remain active until mid-August 2015

EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website.  Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the training website address.  This training website will be active until mid-August 2015.  At that time, all entered data will be erased.
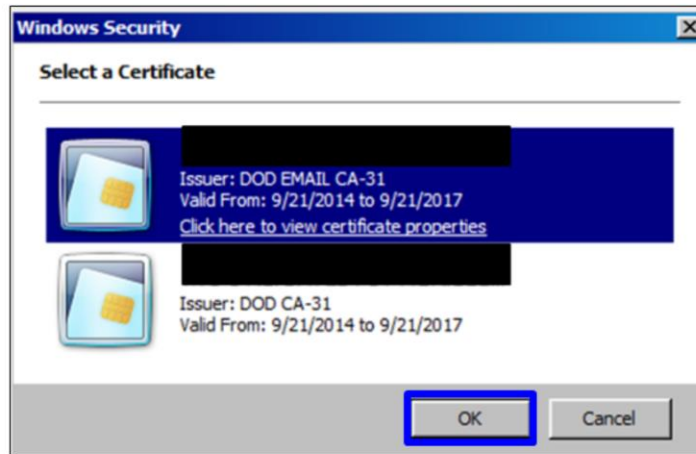
**At this time, click on the NCOER training link.**

NEXT SLIDE

This is the EES home page.

**In order to access it, you must first agree to the terms of the User Agreement.**

NEXT SLIDE

Once you agree to the Users Agreement, you must select your certificate and **click OK.**

NEXT SLIDE

**EES Landing Page**

**To create a new NCOER click the "Create NCOER Support Form" button.**

It is important to note that EES is designed for the Rated NCO to create his / her own NCOER Support Form.

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DA Form 2166-9-1a / Support Form

Unclassified

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The user will first enter the full DOD ID (from back of CAC card) / SSN and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. It is important to remember that promotable NCO's serving in an authorized position at the next higher grade will be added to the Senior Rater's profile for that grade.

**For the purpose of this training the Rated NCO's rank will be SGT, with a Date of Rank of 1 March 2015.**

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required). Supplementary Reviewers are required when Senior Raters' rank is 1LT or lower.

**In this case, you each will create a support form and use a combination of your group members as Rating Officials (SSG, SFC, 1LT, and CPT).**

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data **click "Next."**

NEXT SLIDE

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This is the user's opportunity to verify the Rated NCO, Rater, Senior Rater, and Reviewer's full DOD ID / SSN and email addresses one more time before initiating a NCOER.

Once this data is verified, click "Next."

NEXT SLIDE

The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

**For the purposes of this training use the following administrative data.**

| | |
|---|---|
| **-Name** | **= Yours** |
| -**PMOSC** | **= 11B2O** |
| -**Promotable** | **= "No"** |
| -**Next Higher Grade** | **= "No"** |
| -**Frocked Info** | **= "No"** |
| -**Unit Org** | **= B Co, 1BN, 3BDE** |
| -**Station** | **= Fort Best** |
| -**Zip or APO** | **= 11111** |
| -**UIC** | **= WAAAAA** |
| -**Major Command** | **= US Army Forces Command** |
| -**Component** | **= Regular Army** |
| -**School** | **= Warrior LDR CRS** |
| -**SSD Level** | **= SSD 2** |

Once this data is correctly entered, **click "Next."**

NEXT SLIDE

The user will now enter the Rating Officials' administrative data on this page.

**For the purposes of this training use the following administrative data.**

-**PMOSC**         = 11B3O (Rater) / 11B4O (Senior Rater) / 11A Reviewer
-**Rank**         = SSG (Rater) / SFC (Senior Rater) / CPT Reviewer
-**Unit Org**         = B Co, 1BN, 3BDE (all Rating Officials)
-**Duty Assignment**         = Squad Leader (Rater) / Platoon Sergeant (Senior Rater) / Company Commander (Reviewer)
-**Promotable**         = "No" (all Rating Officials)

Once this data is correctly entered, click "Next."

NEXT SLIDE

1. When will users be able to create and edit NCOER Support Forms in EES?

2. What is the impact of incorrectly entering a Rating Official's DOD ID / SSN?

3. When should users enter the Rated NCO's promotable rank on the Support Form?

4. When are Reviewers required?

At this time, discuss these questions.

NEXT SLIDE

## Duty Description

The user will enter the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

**For the purpose of this training use the following data:**

| | |
|---|---|
| **-Principal Duty Title** | **= Fire Team Leader** |
| -**Duty MOSC** | **= 11B2O** |
| -**Block c.** | **= May enter up to seven lines of text.** |
| -**Block d.** | **= May enter up to two lines of text.** |
| -**Block e.** | **= May enter up to two lines of text.** |

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to sixteen lines of text to describe the Rated NCO's Performance Goals and Expectations.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between" in each block.**

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Character Goals and Expectations.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between**
**" in each block.**

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Character contributions and accomplishments.

Once this data is correctly entered, click "Next."

NEXT SLIDE

Note, the user must enter the APFT and Height / Weight data before entering the text comments. EES provides a drop down menu and calendar to ensure users enter data in the correct format.

**For the purpose of this training enter the following data:**

| | |
|---|---|
| **-Pushups** | **= 60** |
| **-Situps** | **= 75** |
| **-Minutes** | **= 13** |
| **-Seconds** | **= 15** |
| **-Height** | **= 69** |
| **-Weight** | **= 175** |
| **-Pass/Fail/Profile** | **= Pass** |
| **-Date** | **= 20151021** |
| **-Height** | **= 69** |
| **-Weight** | **= 185** |

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence contributions and accomplishments.

**For the purpose of this training enter "May enter text." in each block.**

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect contributions and accomplishments.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between " in each block.**

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads contributions and accomplishments.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between" in each block.**

Note, if users need more space for text they can click on "continued Comments." Text entered into this box is consolidated with any other section's continued comments onto one page.

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops contributions and accomplishments.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between " in each block.**

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves contributions and accomplishments.

**For the purpose of this training enter "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between" in each block.**

Once this data is correctly entered, click "Next."

NEXT SLIDE

The user may enter up to eight lines of text and spaces to Senior Rater's Performance Goals and Expectations of the Rated NCO.

**For the purpose of this training enter "May enter up to eight lines of text in narrative form."**

Once this data is correctly entered, click "Next."

NEXT SLIDE

EES will direct users to the Evaluation Support Form completion page once they have created the NCOER Support Form.

At this time, users can either "Exit" or "Print" the NCOER Support Form by clicking the appropriate button.

NEXT Slide.

## Editing Support Forms

Unclassified

Users will **click the "Edit NCOER Support Form"** in order to update an active NCOER Support Form.

NEXT SLIDE.

Users will select the correct NCOER Support Form from the list of Active NCOER Support Forms.

**For the purpose of this training select the NCOER Support Form you just created.**

NEXT SLIDE.

# NCOER Support Form

| Edit | Create NCOER | Manage Enclosures | Delete |

**NCO EVALUATION REPORT SUPPORT FORM**
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act Statement in AR 623-3.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial)
SOLDIER, RATED

b. SSN (or DOD ID No.)

c. GRADE/RANK
SGT

d. DATE OF RANK (YYYYMMDD)
20150301

e. PMOSC
11B2O

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND
B Co, 1BN, 3BDE, Fort Best, 111111

g. UIC
WAAAAA

h. RATED NCO'S EMAIL ADDRESS(.gov or .mil)
@mail.mil

i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?
Yes ○ No ●

MEL:
X

SSD:
2

**PART II - AUTHENTICATION**

a1. NAME OF RATER(Last, First MI)
SOLDIER'S, RATER

a2. SSN (or DOD ID No.)

INITIAL DATE LATER DATE LATER DATE LATER DATE

a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
SSG, 11B3O, B Co, 1BN, 3BDE, Squad Leader

a4. RATER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

b1. NAME OF SENIOR RATER (Last, First, MI)
RATER, SENIOR

b2. SSN (or DOD ID No.)

INITIAL DATE LATER DATE

b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant

b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI)
REVIEWER, SUPPLEMENTAL

c2. SSN (or DOD ID No.)

c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
CPT, 11A, B Co, 1BN, 3BDE, Company Commander

c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

d. RATED NCO'S INITIALS

INITIAL DATE LATER DATE LATER DATE LATER DATE

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Unclassified

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Once the user has accessed the correct NCOER Support Form, he / she will click the "Edit" button in order to make updates.

**For the purpose of this training click "Edit."**

NEXT SLIDE.

When editing the NCOER Support Form, users can use the "Jump To" feature to navigate to specific sections.

**For the purpose of this training take the next few minutes to practice using the "Jump To" feature.**

NEXT SLIDE.

*Initialing the NCOER Support Form*

| Edit | Create NCOER | Manage Enclosures | Delete |

**NCO EVALUATION REPORT SUPPORT FORM**
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act Statement in AR 623-3.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial)
SOLDIER, RATED

b. SSN (or DOD ID No.)

c. GRADE/RANK
SGT

d. DATE OF RANK (YYYYMMDD)
20150301

e. PMOSC
11B2O

f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND
B Co, 1BN, 3BDE, Fort Best, 111111

g. UIC
WAAAAA

h. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?
Yes ○ No ○

MEL:
X

SSD:
2

**PART II - AUTHENTICATION**

a1. NAME OF RATER (Last, First MI)
SOLDIER'S, RATER

a2. SSN (or DOD ID No.)

INITIAL  DATE   LATER  DATE   LATER  DATE   LATER  DATE

a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
SSG, 11B3O, B Co, 1BN, 3BDE, Squad Leader

a4. RATER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

b1. NAME OF SENIOR RATER (Last, First, MI)
RATER, SENIOR

b2. SSN (or DOD ID No.)

INITIAL  DATE   LATER  DATE

b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant

b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI)
REVIEWER, SUPPLEMENTAL

c2. SSN (or DOD ID No.)

c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT
CPT, 11A, B Co, 1BN, 3BDE, Company Commander

c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil)
@mail.mil

d. RATED NCO'S INITIALS

INITIAL  DATE   LATER  DATE   LATER  DATE   LATER  DATE

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Unclassified

The appropriate personnel will initial the NCOER Support after each designated counseling session.

The Rater and Rated NCO will initial the NCOER Support initially and quarterly thereafter.

The Senior Rater will initial the NCOER Support Form initially and one time thereafter prior to the NCOER's Thru Date.

**For the purpose of this training practice initialing this support form.**

NEXT SLIDE

1. Name some topics the Rated NCO enters into the Support Form.

2. Describe how to edit a NCOER Support Form.

3. When do the Rating Officials and Rated NCO initial the NCOER Support Form?

At this time, discuss these questions.

NEXT SLIDE

*Summary*

- Accessing EES

- Landing Page

- Initiating NCOER Support Form

- Administrative Data

- Attributes and Competencies

- Editing Support Forms

During this briefing, we covered how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

NEXT SLIDE

Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to usarmy.knox.hrc.mbx.it-help-desk@mail.mil

*Practical Exercise*

Now that we have covered the steps to create, complete and edit an NCOER Support Form let's conduct a Practical Exercise.

NEXT SLIDE

## Scenario 1

Use Team Members' DOD ID for each appropriate role.

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 19D2O (SGT) | | Zip or APO: | 11223 |
| Promotable: | "No" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Forces Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | B TRP, 1BN, 1BDE | | School | Warrior LDR CRS |
| Station: | Fort Awesome | | SSD Level | SSD 2 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 19D3O | 19D40 | 11A |
| Rank: | SSG | SFC | CPT |
| Unit Org: | B TRP, 1BN, 1BDE | B TRP, 1BN, 1BDE | B TRP, 1BN, 1BDE |
| Duty Assignment: | Squad Leader | Platoon Sergeant | Troop Commander |
| Promotable: | "No" | "No" | "No" |

Unclassified

At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

NEXT SLIDE

## Scenario 2

Use Team Members' DOD ID for each appropriate role.

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 68W4O (SFC) | | Zip or APO: | 11223 |
| Promotable: | "No" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Forces Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | HHC, 3BDE | | School | SLC |
| Station: | Fort Awesome | | SSD Level | SSD 4 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 65D | 68D | N/A |
| Rank: | CPT | MAJ | N/A |
| Unit Org: | HHC, 3BDE | HHC, 3BDE | N/A |
| Duty Assignment: | Physician's Assistant | BDE Surgeon | N/A |
| Promotable: | "No" | "No" | N/A |

For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed).  If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form.  **For training purposes, enter all listed administrative data from the slide.  Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

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## Scenario 3

**Use Team Members' DOD ID for each appropriate role.**

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 79R5O (1SG) | | Zip or APO: | 44444 |
| Promotable: | "No" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Recruiting Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | Best RCTG CO | | School | SLC |
| Station: | Forward RCTG BN | | SSD Level | SSD 4 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 11A | 25A | N/A |
| Rank: | CPT | LTC | N/A |
| Unit Org: | Best RCTG CO | Forward RCTG BN | N/A |
| Duty Assignment: | Company Commander | Battalion Commander | N/A |
| Promotable: | "No" | "No" | N/A |

Unclassified

For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

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## Scenario 4 (Administrative Data)

**Use Team Members' DOD ID for each appropriate role.**

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 92Y2O (SGT) | | Zip or APO: | 11223 |
| Promotable: | "Yes" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Forces Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | B BTRY, 3FA, 4BDE | | School | Warrior LDR CRS |
| Station: | Fort Awesome | | SSD Level | SSD 2 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 13B3O | 13A | 13A |
| Rank: | SSG | 2LT | CPT |
| Unit Org: | B BTRY, 3FA, 4BDE | B BTRY, 3FA, 4BDE | B BTRY, 3FA, 4BDE |
| Duty Assignment: | HQ Platoon Sergeant | Battery XO | Battery Commander |
| Promotable: | "No" | "No" | "No" |

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At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all necessary administrative data from the slide. Once you have completed entering the administrative date exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE

## Scenario 4 (Parts III, IV & V)

### Part III (Rated NCO)

| | |
|---|---|
| Block a. | Supply NCO |
| Block b. | 92Y2O |
| Block c. | May enter up to seven lines of text; Separate Daily Duties by semi-colons |
| Block d. | May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons |
| Block e. | May enter up to two lines of text; Appointed Duties separated by semi-colons |

### Part IV (Rated NCO)

| | |
|---|---|
| Block | o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |

### Part V (Rater)

| Block a. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Block b. | 75 | 75 | 15:00 | 71 / 185 | Pass | 20150430 | 71 | 190 | Yes | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block c. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | |
| Block d. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | |
| Block e. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | |
| Block f. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | |

### Part VI (Senior Rater)

| | |
|---|---|
| Block | May enter up to eight lines of text and spacing. |

Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE

## Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 11B4O (SFC) | | Zip or APO: | 11223 |
| Promotable: | "No" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Forces Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | HHC, 2BN, 2BDE | | School | SLC |
| Station: | Fort Awesome | | SSD Level | SSD 4 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 11Z6O | 11A | N/A |
| Rank: | SGM | MAJ | N/A |
| Unit Org: | HHC, 2BN, 2BDE | HHC, 2BN, 2BDE | N/A |
| Duty Assignment: | Battalion OPs SGM | Battalion S3 | N/A |
| Promotable: | "No" | "No" | N/A |

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed).  If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form.  **For training purposes, enter all necessary administrative data from the slide.  Once you have completed entering the administrative date exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE

## Scenario 5 (Parts III, IV & V)

| Part III (Rated NCO) | |
|---|---|
| Block a. | Operations NCO |
| Block b. | 11B4O |
| Block c. | May enter up to seven lines of text; Separate Daily Duties by semi-colons |
| Block d. | May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons |
| Block e. | May enter up to two lines of text; Appointed Duties separated by semi-colons |

| Part IV (Rated NCO) | |
|---|---|
| Block | o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |

**Part V (Rater)**

| Block a. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Block b. | 70 | 75 | 14:00 | 65 / 140 | Pass | 20150630 | 65 | 140 | Yes | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block c. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block d. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block e. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block f. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |

| Part VI (Senior Rater) | |
|---|---|
| Block | May enter up to eight lines of text and spacing. |

Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE

## Scenario 6 (Administrative Data)

**Use Team Members' DOD ID for each appropriate role.**

### Rated NCO

| | | | | |
|---|---|---|---|---|
| PMOSC: | 19D5O (1SG) | | Zip or APO: | 12345 |
| Promotable: | "No" | | UIC | WAAAAA |
| Next Higher Grade: | "No" | | Major Command | Us Army Training Command |
| Frocked Info: | "No" | | Component: | Regular Army |
| Unit Org: | A Co, 1BN, 1BDE | | School | SLC |
| Station: | Fort Best Day Ever | | SSD Level | SSD 4 |

### Rating Officials

| | Rater | Senior Rater | Supplementary Reviewer |
|---|---|---|---|
| PMOSC: | 11A | 11A | N/A |
| Rank: | CPT | LTC | N/A |
| Unit Org: | A Co, 1BN, 1BDE | HHC, 1BN, 1BDE | N/A |
| Duty Assignment: | Company Commander | Battalion Commander | N/A |
| Promotable: | "No" | "No" | N/A |

For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed).  If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form.  **For training purposes, enter all necessary administrative data from the slide.  Once you have completed entering the administrative date exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE

# Scenario 6 (Parts III, IV & V)

| | Part III (Rated NCO) |
|---|---|
| Block a. | First Sergeant |
| Block b. | 19D5O |
| Block c. | May enter up to seven lines of text; Separate Daily Duties by semi-colons |
| Block d. | May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons |
| Block e. | May enter up to two lines of text; Appointed Duties separated by semi-colons |

| | Part IV (Rated NCO) |
|---|---|
| Block | o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |

| | Part V (Rater) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Block a. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions | | | | | | | | | |
| Block b. | 70 | 70 | 15:30 | 73 / 205 | Pass | 20150301 | 73 | 205 | Yes | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space |
| Block c. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | | |
| Block d. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | | |
| Block e. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | | |
| Block f. | o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space | | | | | | | | | |

| | Part VI (Senior Rater) |
|---|---|
| Block | May enter up to eight lines of text and spacing. |

Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE